

# Instructions to Authors

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## Manuscript Submission

*Trends in Amplification* prefers to receive all manuscript submission electronically. To submit a manuscript, please follow the instructions below:

### Getting Started

1. Launch your web browser (supported browsers include Internet Explorer 6 or higher, Netscape 7.0, 7.1, or 7.2, Safari 1.2.4, or Firefox 1.0.4) and go to the TIA'S Manuscript Central homepage (<http://mc.manuscriptcentral.com/tia>).
2. Log-in or click the "Create Account" option if you are a first-time user of Manuscript Central.
3. **If you are creating a new account:**
  - After clicking on "Create Account" enter your name and e-mail information and click "Next". **Your e-mail information is very important.**
  - Enter your institution and address information as prompted then click "Next."
  - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish" when done.
4. Log-in and select "Author Center."

### Submitting Your Manuscript

5. After you have logged in, click the "Submit a Manuscript" link on the Author Center screen.
6. Enter data and answer questions as prompted
7. Click on the "Next" button on each screen to save your work and advance to the next screen.
8. You will be prompted to upload your files:
  - Click on the "Browse" button and locate the file on your computer.
  - Select the description of the file in the drop down next to the "Browse" button.
  - When you have selected all files you wish to upload, click the "Upload" button.

9. Review your submission (in both PDF and HTML formats) before sending to the editors. Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation via e-mail. You can also log-on to Manuscript Central any time to check the status of your manuscript. The editors will inform you via e-mail once a decision has been made.

### Conditions of Publication

Authors are encouraged to submit review/original manuscripts that are not under consideration for publication elsewhere to the Journal for review. All manuscripts are subject to peer review to determine originality, validity, significance, and scientific value of the submitted material. Submitted manuscripts are peer reviewed by members of the Editorial Board or other experts chosen by the editor. The editor is responsible for final editing, decisions regarding acceptance, rejection, and revisions. Submission of a manuscript to the Journal is taken as evidence that no portion of the text or figures has been copyrighted, published, or submitted for publication elsewhere, unless information regarding previous publication is cited and permission obtained. A copy of any such permissions obtained must accompany the manuscript. Upon acceptance of an article, the author(s) will be required to assign the copyright to the Publisher.

### Manuscript Preparation

Manuscripts should be typed double-spaced with one-inch margins. Use 1 side of the page only. Headings must be used to designate the major

divisions of the paper. Pages should be numbered consecutively at the top of the manuscript. The surname of each author should appear in the upper left corner of each page, followed by a brief running title.

Prepare manuscripts, including references, using the style and standards specified in the *Publication Manual of the American Psychological Association*, 5th edition (APA).

### Title Page

Page 1 should include the title, followed by the names and degrees of all authors as they will appear in print. This is followed by a listing of the authors' institutional affiliations. The title page should also include the name, address, telephone number, e-mail, and fax number of the corresponding author. The author should cite if the paper was presented orally at a professional meeting, including the name of the meeting as well as the date and place. Credits and grant information supporting the research should also be listed if this study was supported by an agency.

### Abstract

The abstract should appear at the beginning of the manuscript. It should be no longer than 250 words in length. The abstract should summarize the main points of the paper, be descriptive, narrative, and informative. At the bottom of the abstract, please also submit 3 to 4 keywords for the article.

### Tables

Type tables double-spaced on pages separate from the text. Number tables consecutively with text and provide a table number and title for each. Hold length to 1 standard-sized manuscript page if possible. If a table continues past 1 page, repeat all heads and stub (left-hand) column. Tables should be numbered in order of citation in the text. Do not use photocopy reduction. Data in tables should not duplicate material in the text or illustrations. Place all tables and figures at the end of the manuscript

after the references. You may place callouts for the tables and figures in the text. For example, write "INSERT TABLE 1 HERE" to show where the table should appear within the text.

### Artwork

We prefer that all illustrations and figures be submitted electronically. For electronic versions, submit figures as separate files not embedded within the text file. Figures should be in JPEG, TIFF, or EPS formats; PowerPoint slides and images embedded in Word documents *do not* transfer well to print. All figures or artwork should be high resolution, at least 300 dpi.

### References

References should be cited according to the APA manual of style. In the text, please use the author's surname(s) and year of publication that correlates with the reference at the end of the manuscript. References at the end should appear in alphabetical order.

### Journal references should be cited as follows:

Willmott, Y. (1997). Prison nursing: The tension between custody and care. *British Journal of Nursing*, 6, 333-336.

### Book chapters should conform to the following:

Huberman, A. M., & Miles, M. B. (1994). Data management and analysis methods. In N. K. Denzin & Y. S. Lincoln (Eds.), *Handbook of qualitative research* (pp. 428-444). Thousand Oaks, CA: SAGE.

### Books should be listed as follows:

Valente M. *Strategies for Selecting and Verifying Hearing Aid Fittings*. 3rd ed. New York, NY: Thieme Medical Publishers; 1994.

### Footnotes

Maxwell, J. A. (1996). *Qualitative research: An interpretive approach*. Thousand Oaks, CA: SAGE.

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